

**Fort Monroe  
Restoration Advisory Board  
Meeting Minutes  
October 12, 2006  
6:00 PM, Bay Breeze Community Center  
Fort Monroe, Virginia**

**I. Voting Board Members:**

*Present:* Kim Vaughn (Community Co-Chair), Jerry Conley, Patricia Gaskins, Kathryn Kelly, Richard Mackin, Karl Mertig, Patricia Polen, James Stensvaag, Faith Tucker, Michael Dugan, Cathy Pierce, and Rick Russ

*Absent:* John Dawson, Linda Blackburn, John Lowe, and Keith Cannady

**II. Non Voting Members:**

*Present:* Melissa Magowan (Installation Co-Chair), Robert Thomson (EPA Region III) and Garwin Eng (VA Department of Environmental Quality)

*Absent:* N/A

**III. Community Alternates:**

*Present:* Raymond Spunzo and Glen Ziemba

*Absent:* N/A

**IV. Others Present:**

Jennifer Guerrero (DPW), Roger Walton (AEC), Mark Sciacchitano (DPW), Mr. Lawrence Rouse (SJA), Cliff Whitehouse (PAI), Elaine Anderegg (ACSIM), Bob Edwards (DRM), and Mike Hodson (PAO); Also attending: Mr. Batten and Ms. Corley (interested public)

**V. Proceedings:**

A. Ms. Magowan, Installation Co-Chair called the meeting to order at 6:05 p.m., conducted a roll call of members, formally introduced the Community Co-Chair and presented the agenda.

B. Minutes for the September 19, 2006 meeting were approved without change.

1. Old Business:

a. Ms. Magowan wanted to briefly review the role of the RAB members with the public:

1) Individual members can not commit to any action or item on behalf of the RAB, as a whole.

2) RAB members can bring issues/concerns to the board from the public.

3) RAB members can interact with the LRA or any other land-use planning body to discuss future land use issues relevant to environmental restoration decision making.

4) RAB members can liaison with the public or other organizations to which they belong.

b. Ms. Magowan then discussed the progress the board had made during the first meeting in developing a Mission Statement. The four drafts were presented and some discussion followed:

1) MAJ Dugan stated he reviewed the RAB guidelines and thought the 4<sup>th</sup> mission statement best fit with those guidelines and wanted to withdraw the wording he proposed (1<sup>st</sup> mission statement) at the last meeting.

2) Mr. Spunzo wanted to ensure wording to the effect that the "Fort Monroe Property becomes a vibrant part of the community in a timely fashion" be added to the statement.

3) Mr. Mackin suspects there are some bad things buried and we want to make sure the fort is turned over in a safe and clean fashion.

4) Ms. Pierce said although those comments were valid, she didn't see the relevance to the mission statement.

5) Ms. Magowan emphasized the RAB is limited to environmental restoration. At this point it was decided to concentrate on 4<sup>th</sup> mission statement.

6) Ms. Gaskins posed adding "environmental" before "cleanup."

7) Mr. Stensvaag asked to insert "and" before "provide."

8) Ms. Gaskins asked if the term "BRAC" needed to be inserted or mentioned, so it was added at the end.

9) Mr. Mertig moved the edited draft mission statement be accepted. The board unanimously accepted the following mission statement:

**"The Fort Monroe RAB exists to communicate with the community, ensure the concerns of the community are considered and provide recommendations on the environmental clean-up goals and activities at Fort Monroe during its transition to the future under BRAC."**

## 2. New Business:

a. The next order of business was to develop Operating Procedures. Rather than concentrating on verbiage, Ms. Magowan presented an outline of topics with decision points to be discussed by the group to be used as a starting point for developing the Operating Procedures. Once agreement is reached on the decision points as well as any additions deemed necessary by the board, the procedures would be fleshed out grammatically by Fort Monroe staff and a draft of the Operating Procedures will be sent to the board for review and discussion at the next RAB meeting.

b. The following outlines the consensus agreements and constitutes the basis for the RAB Operating Procedures:

### 1) Membership Terms

#### a) Attendance

- Board members serve without compensation.
- Members will attend regular meetings.
- Members will not send representatives to the meetings in their place.

#### b) New members

- If a RAB member leaves, alternate members will become a full voting member.
- When additional slots need to be filled, the list of applicants who completed the survey in March 2006 will be solicited to determine if they are still interested in serving on the board.

- Solicit new applicants yearly to form a pool of potential members.
- RAB members can nominate replacements, but the nominees must complete an application.
- Co-Chairs recommend selections to the Garrison Commander for approval.

c) Term Limits - No term limits.

d) Conflict of Interest

- DoD Contractors are prohibited from serving on the RAB.
- Full disclosure of a potential conflict is required of all members as it occurs.
- Upon disclosure, SJA review and recommendation is optional.
- The affected member can offer to recuse himself/herself from any votes on issues.
- The RAB membership will vote on removal.

e) Absenteeism

- Regularly scheduled meetings will be quarterly after January 2007.
- Co-Chairs may excuse members from regularly scheduled meetings for legitimate reasons.
- RAB community members may not miss more than 3 consecutive, regularly scheduled meetings. If this occurs, the RAB will vote for removal.

f) Size of RAB - The RAB will be no larger than 20 members (with 2 alternates) and no smaller than 12 members.

g) Resignations - Resignations must be submitted in writing.

## 2) Meetings

a) Regular - Scheduled on the 1<sup>st</sup> Thursday of March, June, September and December at 6:00 PM.

b) Special - Called by the Co-Chairs as required.

c) Meeting location - designated by the Co-Chairs.

d) Meetings will be announced in the Casemate Newspaper, the Fort Monroe and City of Hampton websites, the Daily Press and the Virginia Pilot.

e) Voting

- A 2/3 quorum of voting members must be present to vote.
- A simple majority is achieved when the numbers constitute 50%+1.
- If the vote results in a tie, the topic must be recrafted.

f) Appropriate courtesy and respect for others will be shown during all RAB meetings.

g) Meeting Minutes

- Drafted by Army personnel and emailed to RAB members for review.
- Minutes will be approved or amended at the next meeting.
- Approved minutes will be posted on the Fort Monroe and City of Hampton websites and at the Hampton Library.
- Minutes will be mailed to individuals on the mailing list.

3) Co-Chairs

a) Installation Co-Chair

- Selected by the Garrison Commander.
- Ensures that administrative support is available to the RAB.
- Replaced by decision of the Garrison Commander.
- Develops and maintains Information Repository.

b) Community Co-Chair

- Selected by community members
- Term of service is 1 year with a 1 year renewable option.
- Can be removed from office by a vote of RAB members.
- Is a volunteer and derives no political or financial benefits from RAB decisions.

c) Joint Duties

- Coordinate and prepare meeting agendas.

- Ensure meeting agendas include provisions for non-agenda items and public participation.
- Determine order of business.
- Enforce decorum.
- Act as a sounding board for community cleanup issues and concerns.
- Assist members and the public in referrals, direction and resolution of issues.
- Establish a process for public review and comment on documents and other restoration related information.
- Notify members of meetings.
- Call special focus meetings, as required, to address specific restoration issues.

#### 4) Public Participation

a) The process for the public to bring issues to the RAB includes: during the public comment period at the end of meetings; submitting comments through an e-mail box link on the Fort Monroe website; and submitting comments via regular mail to the Garrison Public Affairs Officer.

b) Ms. Pierce made a suggestion to publish "Frequently Asked RAB Questions." This will be discussed at the next meeting.

5) Dispute Resolution - Unresolved issues will be brought to the Garrison Commander.

#### 6) Effective Date and Amendments

a) All members will sign the RAB Operating Procedures.

b) Operating Procedures may be amended by a simple majority vote.

7) Adjournment of the RAB - Will follow current guidelines in the Code of Federal Regulations.

**VI. Non-Agenda Items:** None discussed.

**VII. Questions from the Public:** A member of the public in attendance expressed concern that it is important to spell out

to the public the scope of the RAB and there should be no closed meetings (regularly scheduled or otherwise).

#### **VIII. The Way Ahead**

A. A short meeting will be held on November 16, 2006 to review and approve the draft Operating Procedures.

B. Training that can be provided by the Army Environmental Center and Army BRAC Division will be explored.

C. Methods for dissemination of Documents (Information Repositories, web links and electronic media) will be discussed.

#### **IX. Conflict Vote:**

It was discussed if voting should occur regarding the potential conflicts of interest of three members. It was decided voting can not occur yet since approved procedures are not in place

#### **X. Adjournment:**

A. The meeting was adjourned at 8:18PM.

B. The next meeting is scheduled for Thursday, November 16<sup>th</sup> at 6:00PM, Bay Breeze Community Center, Fort Monroe, Virginia.

## 2006 Attendance Roster Fort Monroe Restoration Advisory Board

	September 19 <sup>th</sup>	October 12 <sup>th</sup>	November 16 <sup>th</sup>
<b>CO-CHAIRS</b>			
Ms. Kim Vaughn	✓	✓	
Ms. Melissa Magowan	✓	✓	
<b>BOARD MEMBERS</b>			
Ms. Linda Blackburn	✓	E	
Mr. Jerry Conley	✓	✓	
Mr. John Dawson	E	E	
MAJ Michael Dugan	✓	✓	
Mr. Garwin Eng	✓	✓	
Ms. Patricia Gaskins	✓	✓	
Ms. Kathryn Kelly	✓	✓	
Mr. John Lowe	✓	X	
Mr. Dick Mackin	✓	✓	
Mr. Karl Mertig	✓	✓	
Ms. Cathy Pierce	✓	✓	
Ms. Pat Polen	✓	✓	
Dr. Jim Stensvagg	✓	✓	
Mr. Rob Thomson	E	✓	
Ms. Faith Tucker	✓	✓	
Mr. Keith Cannady	✓	X	
Mr. Rick Russ,	✓	✓	
Mr. Ray Spunzo, Alternate	✓	✓	
Mr. Glen Ziemba, Alternate	✓	✓	
<b>TECHNICAL ATTENDEES</b>			
Elaine Anderegg (ACSIM)	✓	✓	
Bob Edwards (DRM)	✓	✓	
CPT Kurt Gilabert (SJA)	✓		
Jennifer Guerrero (DPW)	✓	✓	
Mike Hodson (PAO)	✓	✓	
Ron Pinkoski (DPW)	✓		
Larry Rouse (SJA)		✓	
Dave Sanborn (DPW)	✓		
Mark Sciacchitano (DPW)	✓	✓	
Roger Walton (AEC)	✓	✓	
Cliff Whitehouse (PAI)	✓	✓	

✓ = Present

E = Excused

X = Absent